

Incumbent performs a variety of simple and routine clerical tasks. The incumbent will be employed for a short period of time or hired under one of the special emphasis programs such as work study, stay-in-school, etc.

Typical but not all inclusive duties may include:

A. Duties

-sorts incoming mail for distribution when the addresses are specified by the sender or higher level clerical personnel.

-files and processes a variety of material in accordance with clearly prescribed and readily understandable procedures.

-collects and delivers a variety of documents to designated officials and organizational units.

-posts data to specified records.

-compiles data from office records.

-may type rough drafts from handwritten material.

B. Factors

1. Knowledge Required by the Position

-knowledge of files to file pre-coded material in proper place.

-knowledge of organization to deliver materials to proper unit or person

-knowledge of office forms to use correct form for task to be completed.

-skill to operate simple office machines (copier, typewriter, adding machine). A qualified typist is not required.

2. Supervisory Controls

_____Assignments are explained in detail. The employee works as instructed and consults with supervisor on matters not specifically covered by supervisor. Work is closely reviewed in progress and upon completion for accuracy, completeness and compliance with instructions.

3. Guidelines

Guides consist of detailed oral and written instructions. Samples are available for established procedures.

Problems are referred to supervisor if there are no available guides. Little judgement is exercised by incumbent.

4. Complexity

The work involves simple, repetitive tasks such as filing, sorting, and copying, where clear cut guides are available.

Actions to be taken are well defined and there is little deviation in work.

5. Scope and Effect

Purpose of the work is to assist higher graded clerical personnel.

Accuracy and timely completion contribute to the effectiveness of the unit.

6. Personal Contacts

Contacts are with coworkers in the same organizational unit.

7. Purpose of Contacts

Purpose of contacts is to receive assignments and to exchange information in carrying out daily tasks.

8. Physical Demands

_____The work is mostly sedentary, however some bending or stopping may be required when filing.

9. Work Environment

The work is performed in an office setting.